

CCMC Committee Meeting

Wednesday, January 13, 2021 at 10:00 am

GoToMeeting (virtual)

Meeting access as follows: Login information: <https://gotomeeting.com/join/590301965>

You can also dial in using your phone: United States: +1 (312) 757-3121

Access Code: 590-301-965

A quorum was present and the meeting was called to order at 10:02 AM by CCMC Committee Chairman John Rainaldi. Attending by teleconference were: Patricia Moiso; Denise Talbot; David Kluczowski; William Donlin; Jennifer Gauthier, Committee member from the Office of Policy and Management; and Lisa Biagiarelli. Another attendee calling in was identified online as Cindy Gotta.

Lisa made a motion to waive the reading and to approve the minutes of the December 10, 2020 meeting. Seconded by Denise. Approved with one abstention from Patricia Moiso.

William presented the verbal Treasurer's Report. William said he had submitted paperwork to our accounting firm for issuance of W2s and that instructors and others should expect to receive them by the end of January 2021. The balance on hand as of January 9, 2021 was \$23,377.51. He reported that there is very little activity at this time. Lisa made a motion to accept the Treasurer's report; seconded by Patricia. Approved unanimously.

Lisa Madden, Second Vice President of the Connecticut Tax Collectors' Association, Inc., joined the meeting at 10:06 am.

John introduced discussion of old business. Regarding our website: he has been in contact with Lou Scotto from Sloop, our new provider, and the website should be live now. The provider has been paid and he has been very responsive. We will need to rely on the website to promulgate information about recertification, including applications, future classes, etc. John feels we will have a better website now and asked others on the Committee to look at the website and provide needed feedback.

With regard to courses being offered in 2021, John referred to the 2021 CCMC schedule and noted some "road shows" are already scheduled. We anticipate offering more classes for those looking for hours to use toward recertification. John feels we should consider offering some classes during evening hours or on Saturdays because many people will have limited availability or access issues on weekdays. He noted there is road show material currently in our "Google Documents" but the material needs updating. Lisa said she has about a dozen presentations in powerpoint or other formats that could potentially be offered including presentations on internal controls, collection enforcement, the audit, and other topics. John said if we presented those we would have to ensure that people were not "double dipping" and applying for credit if they'd already gotten credit for the same presentation.

John said we would need to set up a registration process for the online classes and that even if there were not a payment, there should be some way to verify an individual's commitment to attend the course. Requiring payment for the course is one way to get people to commit to attend. An amount

was discussed and \$5 per class was suggested. John said many individuals have expressed concern that they do not have funds in their operating budgets to cover recertification expenses. David suggested whatever we charge should be comparable to what CCM charges for CCMO courses. Discussion followed. William made a motion to charge \$5 per credit. Lisa seconded the motion. All were in favor.

John said he sent out to the Committee a draft of the recertification application several weeks ago. The Committee needs to decide who will receive the applications. The application fee should be sent to the committee treasurer along with a copy of the application form. John suggested that we consider the idea of a CCMC clerk for the Committee. The clerk would receive all the recertification applications. The CCMC Committee has a clerk for this purpose. The individual receives a \$1,500 per year stipend. Discussion followed. None of the current CCMC committee members was able to commit to the task. Lisa Madden from CTx offered to take on the task. Patricia made a motion to appoint Lisa Madden as CCMC clerk and to compensate her with a stipend of \$1,500 / year. William seconded. All were in favor. All CCMC applications will now be sent to her. John said he would update the application so candidates would send them to Lisa Madden at Somers Town Hall.

The website for the CCMC Committee is being converted and the new site should be up soon. The new vendor is Sloop. The 50% downpayment has been made and the annual yearly maintenance fee has been paid. David said the new CTx site is up and running and that it looks nice. Lisa Madden said the CTx site is mostly done.

It was noted that Patricia will continue to maintain updates for the certification courses (1 – 4) . It was also noted that course instructors for courses 1 – 4 will send the certificates to the students who successfully complete their individual CCMC courses. Going forward this is how it will be done; there was some confusion with the fall 2020 session. Previously this had been handled by Patricia Monahan. We have the application for the final CCMC certificate on our website now and have already had five applications. Those applications will continue to be sent to Patricia Moio as they currently are.

Continued discussion of old business included an update on the CTx conference and spring meeting. CTx plans to hold a one day event in March and possibly a longer conference in May 2021. We will plan to present certificates to those who have achieved their CCMC designations in May 2021. Those individuals will need to renew their designations in 2026. Their CCMC certificates will have an expiration date. It was noted we need to ensure that Jennifer is aware of this change in the text of the document.

New business was introduced with a discussion about county meetings. Jennifer requested this item be added to this meeting's agenda. There was concern that the Committee granted approval of 2 credit hours for county meetings, and clarification was needed to ensure that moving forward, this will not be a blanket approval. The 2 hour "grandfathered" approval was only for meetings from the "lookback" period, and going forward, all county presidents will be required to submit their agendas to the CCMC Committee in advance of their meetings for approval of credit hours. Hours going forward for future county meetings will be voted on individually. John will communicate this clarification directly with all of the county presidents.

John raised the question of what happens if an individual loses their designation. In the past the Committee has discussed this and we need to discuss it again. There was discussion about whether they need to re take all four of the courses or if they can simply sit for the final examination again. Denise said she understood they could retake the final exam but if they failed the exam they would be required

to retake all four courses. The Regulations state that the candidate can go back to the Committee for reconsideration. This section is in 12-130 (a) (7) and states that if the recertification application is denied the candidate can make a written request for reconsideration. The regulations also state if the candidate is “deemed uncertified” they must ... ____ ?? (go back) ***** (need help here)

John stated that the CCMA Committee makes the candidate retake the exam only but not all the classes when faced with a similar situation. If they fail the examination only then are they required to retake all of the classes. Denise says this is similar to how we do exams in the four CCMC classes and also with the final CCMC exam. John expressed his strong belief that requiring a candidate to retake all four classes without first giving them an opportunity to simply retake the final certification examination was “draconian” and that he would not agree to this provision because it was too harsh. He said an individual could be faced with losing their employment, and that it does not make sense to deny them a second chance, to make them start “from scratch.” Discussion followed. Patricia agreed that it was too harsh and the general consensus of the Committee members was that having to retake the four courses was too harsh.

John made a motion that if a candidate for recertification loses their CCMC designation or allows it to lapse, they should be allowed to retake the final written certification examination, and not be required to retake all four CCMC classes; however, if they fail that final examination, then would they have to retake all four CCMC classes in order to regain their designation. David seconded. John, Patricia, William, Denise and David were in favor, and Lisa was opposed. The motion passed 5 – 1.

John introduced discussion of the recertification hours that had recently been presented for consideration by the Committee. Lisa Madden provided a spreadsheet to the Committee several months ago that details all of the conferences going back five years and noting who from the organization attended those events on which days. It also was noted we have already approved 36 workshops that have been submitted for consideration. William noted he feels anybody on the Committee should be able to explain how this works to any member. John said he wanted to review the packet that he sent prior to this meeting. Some of the courses we are now reviewing are re-submittals; some are new. He suggested we start with those we had previously denied.

Patricia Moio spoke on the issue of a workshop that had been denied on December 10. She felt strongly that in the current racially charged climate this workshop was necessary and worthy of approval and made a motion to approve it for 90 minutes of credit time. John seconded the motion. Discussion followed. John, Patricia, David and William were in favor; Lisa and Denise were opposed. The motion passed 4 – 2. The next workshop, how to run effective public meetings, was reconsidered. Denise made a motion to deny. Seconded by David. The motion to deny carried unanimously. The next workshop, property tax collection related courses, was discussed. Lisa, David, Denise and William voted to deny while Patricia and John voted to approve. The course was not approved. The previously considered workshop that included time for webinar quizzes had no supplementary material or backup presented since the December 10 denial, so the denial stands. The workshop on employee investigations was presented for reconsideration; it is a three hour course presented by attorneys and a 40 page powerpoint was submitted for consideration. Lisa made a motion to deny; seconded by Denise. Lisa, William, Denise and David voted to deny; Patricia and John voted to approve; the motion to deny passed. Leadership fundamentals was reconsidered; this is a CCM video course. Lisa made a motion to deny; Denise seconded. The Committee voted unanimously to deny. The workshop on leveraging your

tax lien portfolio was denied again, because the Committee had no response to our request for supplemental information. That was the last of the previously considered requests.

There were 14 new requests, as follows:

Three hour workshop on Freedom of Information (FOI); Denise made a motion to accept, seconded by Patricia. John, Patricia, Denise, William and David voted to approve; Lisa voted to deny; the motion to approve passed, 5 – 1.

Community Engagement, offered by CCM, 2 hours. Jennifer said this does not relate to tax collection. John made a motion to approve the workshop; seconded by Patricia. John, William, Patricia and David voted to approve the workshop; Lisa and Denise voted no. Motion to approve passed, 4 - 2.

CCM workshop on Grant Writing 101. Lisa made a motion to deny; seconded by Denise. Motion to deny was unanimous, 6 - 0.

CCM 3 hour workshop on small aircraft. Denise made a motion to deny; seconded by Patricia. Motion to deny was unanimous, 6 – 0.

CCM 3 hour workshop on streamlining the land use process. Lisa made a motion to deny; seconded by Denise. Motion to deny was unanimous, 6 – 0.

CCM 3 hour workshop on long term care. Denise made a motion to deny; seconded by Lisa. Motion to deny was unanimous, 6 – 0.

CCM 3 hour workshop on drug and alcohol testing for supervisors. Lisa made a motion to deny; seconded by Denise. Motion to deny was unanimous.

2018 Supervisor Excellence Webinar series – John made a motion to deny; seconded by Denise. Motion to deny was unanimous.

Cybersecurity in social media, 3 hour workshop, presented by CIRMA. John made a motion to approve; seconded by Lisa. The motion was approved unanimously, 6 – 0.

Pullman and Comley (attorneys) 2 hour workshop on Labor and Employment law, FMLA and COVID. Lisa made a motion to deny; seconded by Denise. Lisa, Denise, Patricia, William and David voted to deny the workshop credit while John voted to approve it (voted against the motion to deny); motion to deny was approved 5 – 1.

Thriving through uncertainty: CIGNA / EAP workshop. Lisa made a motion to deny; seconded by Denise. Motion to deny was unanimous.

Patricia Moio left the meeting at this time.

People Management / Managing staff's social media – this workshop was considered, and then temporarily tabled.

Cyberawareness Training – 4 hour workshop presented by Connecticut Homeland Security / Emergency Management – about dealing with cyber incidents. David made a motion to deny; seconded by William. Motion to deny was approved, 5 -0.

Teaching adult students – 9 hour workshop. Lisa made a motion to deny; seconded by Denise. Motion to deny was approved unanimously, 5 – 0.

Cash Management workshop – Treasury institute. Lisa made a motion to deny; seconded by Denise. The motion to deny was approved unanimously, 5 – 0.

Pullman and Comley workshop on unemployment tips and trends. Lisa made a motion to deny; seconded by Denise. The motion to deny was approved unanimously, 5 – 0.

Patricia Moisiso rejoined the meeting and the Committee revisited the previously tabled workshop on people management / managing staff's social media. This is a 1.5 hour workshop. Patricia made a motion to approve; seconded by John. Voting in favor of the motion to approve were Patricia and John; voting against the motion to approve were Denise, Lisa, David, and William. The motion failed, 4 - 2.

John noted that the next meeting of the Committee was scheduled for February 4, 2021. The Committee meeting will then be followed by a meeting with the instructors.

There was preliminary discussion about the spring courses including whether or not there would be a pre-course presented in the spring of 2021. The pre-course is taught by Denise and by Ana LeGassey. More discussion on this will take place on February 4.

There were no other items to be discussed. Lisa made a motion to adjourn the meeting at 11:55. Seconded by Denise. All were in favor.

Respectfully submitted by Lisa Biagiarelli, Secretary